

SANDY CITY
APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> Alarm System Coordinator | <u>Revision Date:</u> 03/06 |
| | | <u>EEO Function:</u> Police Protection |
| | | <u>EEO Category:</u> Technician |
| | | <u>Status:</u> Non-exempt |
| | | <u>Control No:</u> 30423 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under general supervision of a Police Captain or designee, administers and enforces the Sandy City Alarm Ordinance.

III. Essential Duties

- Issues and updates alarm permits.
- Notifies alarm companies of City regulations.
- Mails permits to customer and faxes copy to alarm company.
- Monitors daily false alarms, determining excessive users.
- Answers customer phone calls and correspondence on billing, false alarm and permit questions.
- Prepares and presents "False Alarm Prevention" course.
- Witness for Sandy City in Criminal/Civil Court Process.
- Meets with alarm companies.
- Meets with customer to resolve false alarms, fines and other issues. Coordinates legal support when necessary.
- Compiles data and prepares monthly, annual and special reports.
- Coordinates the alarm hearings and appeals process.
- Provides recommendations and proposals for changes and budget requirements.
- Participates in area wide efforts to reduce false alarms.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent.

Experience: Two years prior work experience in law enforcement required; preference will be given to individuals with additional experience related to alarm system administration, business regulatory practices, or closely related field.

Probationary Period: A one year probationary period is a prerequisite to this position.

Knowledge of: Criminal Justice System; rules of proper verbal and written communication; ethical principles; principles of self-defense.

Responsibility for: Great responsibility for the care, condition, and use of materials, equipment, money, and tools.

Communication Skills: Ability to communicate clearly and effectively both orally and in writing; effectively persuade and inform others regarding city operations, policies and needs; judgement requiring tact and assertiveness when working with the public.

Tool, Machine, Equipment Operation: Regular use of a computer, copy machine, and fax machine; proficiency in WordPerfect, Excel.

Analytical Ability: Performs multiple tasks in an office and field setting; tasks require presentation and interpretation of statistical information in the form of oral and written reports.

VI. Working Conditions

Great pressure and fatigue are present in this position due to moderate exposure to stressful situations and deadlines; constant attendance is required; work assignments are broad and performed with little supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____